

Agenda
Castleton Public Library Board of Trustees Meeting
Special Meeting, August 16, 2021 at 7:00pm

Welcome

Pledge of Allegiance

Roll Call

Adoption of Agenda

Public Comment

New Business

- Copier purchase
- Review of minutes from July 19, 2021
- Review of July Check Detail

Public Funding Options for Libraries – Discussion with Tim Burke, UHLS

Announcements

Public Comment

Executive Session

Adjourn

Company	Machine Recommended	Machine Price	Service Contract Cost Per Copy	Est. Annual Service Cost	Est. Total Cost at 1 year
Centurion Business Machines	Canon IRADV-C357if	\$2,499	B&W .008; Color .05	\$338	\$2,837.00
Electronic Business Products	Lanier IM C400f	\$2,681	B&W .01; Color .06	\$420	\$3,101.00
Hudson Valley Office Equipment	Kyocera M6630CIDN	\$1,065	B&W 0.0222; Color \$.0996; Scan .005	\$988.80	\$2,053.80
Metroland Business Machines	Sharp MX-C357F	\$1,522	B&W .008; Color .063	\$351	\$1,873.00
Repeat Business Systems	Kyocera M6630CIDN	\$1,150	B&W .016; Color .065	\$641	\$1,791.00
Repeat Business Systems	Ricoh IM C300F	\$1,898	B&W 0.0185; Color 0.0933	\$759.30	\$2,657.30

Castleton Public Library Board of Trustees Meeting

Monday, July 17, 2021 Minutes

Welcome/Pledge of Allegiance: The meeting was called to order by President Mitchum at 7:00 pm.

Roll Call: Present: Shane Mitchum, President; Alyssa Mitchum, Treasurer; Patrick Cartwright, Trustee; Kendra Rubin, Trustee; Jacki Griffin, Vice President; Mary Claire Aitken, Secretary; and Melissa Tacke, Library Director. Excused: Laurie Knaack, Trustee.

Adoption of Agenda: The adoption of the agenda was motioned by Vice President Griffin and seconded by Trustee Rubin. Unanimously approved.

Public Comment: None

New Business: Options for sustainable funding for a municipal public library were presented and discussed. A board meeting will be held on August 16, 2021 to further discuss sustainable funding options with Tim Burke of Upper Hudson Library System. An update to the Confidentiality of Library Records Policy was reviewed. A motion to accept the update was done by Vice President Griffin and seconded by Trustee Rubin. Unanimously approved. An update to the Patron Conduct Policy was reviewed. A motion to accept the update was done by Vice President Griffin and seconded by Trustee Rubin. Unanimously approved.

Old Business: Library programs were discussed, including the Summer Reading Program. The reopening process was discussed. Masks are still required. The Director will speak to the staff and based on feedback, will determine the need for masks with a policy change done at the discretion of the Director. Vice President Griffin motioned to accept this conditional change as deemed necessary by the Director with a second by Trustee Rubin. Unanimously approved.

President's Report: None.

Secretary's Report: Vice President Griffin motioned to approve the June 2021 meeting minutes and transcript. Seconded by Trustee Rubin. Unanimously approved.

Treasurer's Report: The June 2021 Check Detail was reviewed. Vice President Griffin motioned to approve the June 2021 Check Detail Reports. Seconded by Trustee Rubin. Unanimously approved.

Director's Report: Director Tacke presented her monthly report for June 2021. A new circulation statistic was presented based on e-circulation for students, providing OverDrive access through a partnership with the Schodack Central School District. Monthly "bookmobile" outreach visits to Castle Hill and Riverside Center for Rehabilitation and Nursing have been resumed.

Friends Report: None

Committee Reports: The Finance Committee met to discuss budgeting. The Sustainable Funding Committee met and reviewed the information presented in New Business during this meeting.

Announcements: None.

Public Comment: None.

Executive Session: None.

Vice President Griffin motioned to adjourn the meeting. Seconded by Trustee Rubin. The meeting was adjourned at 7:47 pm.

11:15 AM
08/03/21

The Castleton Public Library
Check Detail

July 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	07/06/2021	Aldi	200.2 · Citizens Checking Account		-49.03
Bill		07/06/2021		74104D1 · Summer Reading Program	-49.03	49.03
TOTAL					-49.03	49.03
Bill Pmt -Check	DEBIT	07/08/2021	Amazon LLC	200.2 · Citizens Checking Account		-21.99
Bill	1125746786...	07/05/2021		74104D1 · Summer Reading Program	-21.99	21.99
TOTAL					-21.99	21.99
Bill Pmt -Check	DEBIT	07/12/2021	Amazon LLC	200.2 · Citizens Checking Account		-50.99
Bill	1125458261...	07/07/2021		7410.4F · Office and Library Supplies	-50.99	50.99
TOTAL					-50.99	50.99
Bill Pmt -Check	DEBIT	07/13/2021	Amazon LLC	200.2 · Citizens Checking Account		-124.58
Bill	1125162054...	07/07/2021		74104D1 · Summer Reading Program	-78.68	78.68
				7410.4F · Office and Library Supplies	-45.90	45.90
TOTAL					-124.58	124.58
Bill Pmt -Check	DEBIT	07/13/2021	Amazon LLC	200.2 · Citizens Checking Account		-14.96
Bill	1129586605...	07/13/2021		74104B1 · DVDs & Other Materials	-14.96	14.96
TOTAL					-14.96	14.96
Bill Pmt -Check	DEBIT	07/14/2021	Amazon LLC	200.2 · Citizens Checking Account		-17.96
Bill	1129586605...	07/14/2021		74104B1 · DVDs & Other Materials	-17.96	17.96
TOTAL					-17.96	17.96
Bill Pmt -Check	DEBIT	07/15/2021	Target	200.2 · Citizens Checking Account		-30.16
Bill		07/15/2021		74104B1 · DVDs & Other Materials	-17.99	17.99
				7410.4F · Office and Library Supplies	-12.17	12.17
TOTAL					-30.16	30.16
Bill Pmt -Check	DEBIT	07/16/2021	Dollar Tree	200.2 · Citizens Checking Account		-29.16
Bill		07/16/2021		74104D1 · Summer Reading Program	-29.16	29.16
TOTAL					-29.16	29.16
Bill Pmt -Check	DEBIT	07/19/2021	USPS	200.2 · Citizens Checking Account		-3.97
Bill		07/19/2021		7410.4G · Postage	-2.89	2.89
				74104D1 · Summer Reading Program	-1.08	1.08
TOTAL					-3.97	3.97

11:15 AM
08/03/21

The Castleton Public Library
Check Detail
July 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	DEBIT	07/21/2021	Aldi	200.2 · Citizens Checking Account		-2.50
Bill		07/21/2021		74104D1 · Summer Reading Program	-2.50	2.50
TOTAL					-2.50	2.50
Bill Pmt -Check	DEBIT	07/22/2021	Amazon LLC	200.2 · Citizens Checking Account		-20.99
Bill	1147946561...	07/28/2021		74104D1 · Summer Reading Program	-20.99	20.99
TOTAL					-20.99	20.99
Bill Pmt -Check	DEBIT	07/22/2021	Zoom Video Com...	200.2 · Citizens Checking Account		-12.74
Bill	INV98477364	07/22/2021		7410.4C · Equipment/Technology	-12.74	12.74
TOTAL					-12.74	12.74
Bill Pmt -Check	DEBIT	07/22/2021	Amazon LLC	200.2 · Citizens Checking Account		-38.95
Bill	1123395104...	07/20/2021		74104D1 · Summer Reading Program	-38.95	38.95
TOTAL					-38.95	38.95
Bill Pmt -Check	2842	07/02/2021	T-Mobile	200.2 · Citizens Checking Account		-119.44
Bill		06/23/2021		7410.4C · Equipment/Technology 7410.4B · Library Materials	-29.86 -89.58	29.86 89.58
TOTAL					-119.44	119.44
Bill Pmt -Check	2843	07/02/2021	UHLS	200.2 · Citizens Checking Account		-157.50
Bill	21-210	06/28/2021		7410.4A · Staff Development/Edu	-157.50	157.50
TOTAL					-157.50	157.50
Bill Pmt -Check	2844	07/02/2021	Great American	200.2 · Citizens Checking Account		-721.00
Bill		06/25/2021		7410.4I · Insurance	-721.00	721.00
TOTAL					-721.00	721.00
Bill Pmt -Check	2845	07/02/2021	Blackstone Publi...	200.2 · Citizens Checking Account		-47.94
Bill	1230354	07/02/2021		74104B4 · Audiobooks	-47.94	47.94
TOTAL					-47.94	47.94
Bill Pmt -Check	2846	07/06/2021	Brodart	200.2 · Citizens Checking Account		-588.33
Bill	MULTIPLE	07/06/2021		74104B3 · Print Materials	-588.33	588.33
TOTAL					-588.33	588.33
Bill Pmt -Check	2847	07/07/2021	U.S. Bank	200.2 · Citizens Checking Account		-139.94
Bill	446673980	07/01/2021		7410.4C · Equipment/Technology	-139.94	139.94
TOTAL					-139.94	139.94

11:15 AM
08/03/21

The Castleton Public Library
Check Detail

July 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amo...
Bill Pmt -Check	2848	07/12/2021	Village of Castlet...	200.2 · Citizens Checking Account		-4,674.47
Bill	84346	07/09/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-761.80	761.80
				7410.1C · Gross wages - Assistant	-1,470.35	1,470.35
				9030.8 · Social Security/Medicare	-333.90	333.90
TOTAL					-4,674.47	4,674.47
Bill Pmt -Check	2849	07/14/2021	UHLS	200.2 · Citizens Checking Account		-978.09
Bill	21-268	07/06/2021		7410.4E · Automated Services	-978.09	978.09
TOTAL					-978.09	978.09
Bill Pmt -Check	2850	07/14/2021	UHLS	200.2 · Citizens Checking Account		-323.07
Bill	21-242	07/06/2021		74104B2 · Electronic Content	-323.07	323.07
TOTAL					-323.07	323.07
Bill Pmt -Check	2851	07/19/2021	OverDrive	200.2 · Citizens Checking Account		-276.43
Bill	MULTIPLE	07/13/2021		74104B2 · Electronic Content	-276.43	276.43
TOTAL					-276.43	276.43
Bill Pmt -Check	2852	07/19/2021	Time Warner Cable	200.2 · Citizens Checking Account		-97.30
Bill	8688574010...	07/11/2021		7410.4H · Telephone/Data Links	-97.30	97.30
TOTAL					-97.30	97.30
Bill Pmt -Check	2853	07/19/2021	Village of Castlet...	200.2 · Citizens Checking Account		-4,738.94
Bill	84347	07/19/2021		7410.1A · Gross wages - Director	-2,108.42	2,108.42
				7410.1B · Gross wages - Librarian	-877.83	877.83
				7410.1C · Gross wages - Assistant	-1,418.35	1,418.35
				9030.8 · Social Security/Medicare	-334.34	334.34
TOTAL					-4,738.94	4,738.94
Bill Pmt -Check	2854	07/21/2021	Southern Vermo...	200.2 · Citizens Checking Account		-332.78
Bill		07/21/2021		74104D1 · Summer Reading Program	-332.78	332.78
TOTAL					-332.78	332.78

11:09 AM
08/03/21

The Castleton Public Library
Reconciliation Summary

200.1 · Citizens Money Market, Period Ending 07/31/2021

	<u>Jul 31, 21</u>
Beginning Balance	162,657.27
Cleared Transactions	
Deposits and Credits - 2 items	<u>14,088.11</u>
Total Cleared Transactions	<u>14,088.11</u>
Cleared Balance	<u>176,745.38</u>
Register Balance as of 07/31/2021	176,745.38
Ending Balance	176,745.38

11:09 AM

08/03/21

The Castleton Public Library

Reconciliation Detail

200.1 · Citizens Money Market, Period Ending 07/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						162,657.27
Cleared Transactions						
Deposits and Credits - 2 items						
Deposit	07/16/2021			X	14,085.25	14,085.25
Deposit	07/30/2021			X	2.86	14,088.11
Total Deposits and Credits					14,088.11	14,088.11
Total Cleared Transactions					14,088.11	14,088.11
Cleared Balance					14,088.11	176,745.38
Register Balance as of 07/31/2021					14,088.11	176,745.38
Ending Balance					14,088.11	176,745.38

11:15 AM
08/03/21

The Castleton Public Library
Reconciliation Summary

200.2 · Citizens Checking Account, Period Ending 07/31/2021

	<u>Jul 31, 21</u>
Beginning Balance	49,899.41
Cleared Transactions	
Checks and Payments - 25 items	<u>-13,280.43</u>
Total Cleared Transactions	<u>-13,280.43</u>
Cleared Balance	<u>36,618.98</u>
Uncleared Transactions	
Checks and Payments - 2 items	<u>-342.75</u>
Total Uncleared Transactions	<u>-342.75</u>
Register Balance as of 07/31/2021	<u>36,276.23</u>
Ending Balance	36,276.23

11:15 AM

08/03/21

The Castleton Public Library

Reconciliation Detail

200.2 · Citizens Checking Account, Period Ending 07/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						49,899.41
Cleared Transactions						
Checks and Payments - 25 items						
Bill Pmt -Check	07/02/2021	2844	Great American	X	-721.00	-721.00
Bill Pmt -Check	07/02/2021	2843	UHLS	X	-157.50	-878.50
Bill Pmt -Check	07/02/2021	2842	T-Mobile	X	-119.44	-997.94
Bill Pmt -Check	07/02/2021	2845	Blackstone Publishing	X	-47.94	-1,045.88
Bill Pmt -Check	07/06/2021	2846	Brodart	X	-588.33	-1,634.21
Bill Pmt -Check	07/06/2021	DEBIT	Aldi	X	-49.03	-1,683.24
Bill Pmt -Check	07/07/2021	2847	U.S. Bank	X	-139.94	-1,823.18
Bill Pmt -Check	07/08/2021	DEBIT	Amazon LLC	X	-21.99	-1,845.17
Bill Pmt -Check	07/12/2021	2848	Village of Castleton-...	X	-4,674.47	-6,519.64
Bill Pmt -Check	07/12/2021	DEBIT	Amazon LLC	X	-50.99	-6,570.63
Bill Pmt -Check	07/13/2021	DEBIT	Amazon LLC	X	-124.58	-6,695.21
Bill Pmt -Check	07/13/2021	DEBIT	Amazon LLC	X	-14.96	-6,710.17
Bill Pmt -Check	07/14/2021	2849	UHLS	X	-978.09	-7,688.26
Bill Pmt -Check	07/14/2021	2850	UHLS	X	-323.07	-8,011.33
Bill Pmt -Check	07/14/2021	DEBIT	Amazon LLC	X	-17.96	-8,029.29
Bill Pmt -Check	07/15/2021	DEBIT	Target	X	-30.16	-8,059.45
Bill Pmt -Check	07/16/2021	DEBIT	Dollar Tree	X	-29.16	-8,088.61
Bill Pmt -Check	07/19/2021	2853	Village of Castleton-...	X	-4,738.94	-12,827.55
Bill Pmt -Check	07/19/2021	2851	OverDrive	X	-276.43	-13,103.98
Bill Pmt -Check	07/19/2021	2852	Time Warner Cable	X	-97.30	-13,201.28
Bill Pmt -Check	07/19/2021	DEBIT	USPS	X	-3.97	-13,205.25
Bill Pmt -Check	07/21/2021	DEBIT	Aldi	X	-2.50	-13,207.75
Bill Pmt -Check	07/22/2021	DEBIT	Amazon LLC	X	-38.95	-13,246.70
Bill Pmt -Check	07/22/2021	DEBIT	Amazon LLC	X	-20.99	-13,267.69
Bill Pmt -Check	07/22/2021	DEBIT	Zoom Video Commu...	X	-12.74	-13,280.43
Total Checks and Payments					-13,280.43	-13,280.43
Total Cleared Transactions					-13,280.43	-13,280.43
Cleared Balance					-13,280.43	36,618.98
Uncleared Transactions						
Checks and Payments - 2 items						
Bill Pmt -Check	03/04/2021	2786	Joelle Adler		-9.97	-9.97
Bill Pmt -Check	07/21/2021	2854	Southern Vermont N...		-332.78	-342.75
Total Checks and Payments					-342.75	-342.75
Total Uncleared Transactions					-342.75	-342.75
Register Balance as of 07/31/2021					-13,623.18	36,276.23
Ending Balance					-13,623.18	36,276.23

The Castleton Public Library

Profit & Loss

July 2021

	Jul 21
Ordinary Income/Expense	
Income	
2082 · Library Charges	
2082.1 · Library Fines & Fees	
2082.11 · Fines	1.00
2082.13 · Copies, Prints and Faxes	0.00
2082.14 · Register Overage/Shortage	0.00
Total 2082.1 · Library Fines & Fees	1.00
Total 2082 · Library Charges	1.00
2360 · Intergovernmental Revenues	
2360.2 · Village of Castleton	14,000.00
Total 2360 · Intergovernmental Revenues	14,000.00
2401 · Interest & Earnings	2.86
2705 · Gifts & Donations	84.25
Total Income	14,088.11
Gross Profit	14,088.11
Expense	
7410.1 · Personal Services	
7410.11 · Employee Gross Wages	
7410.1A · Gross wages - Director	4,216.84
7410.1B · Gross wages - Librarian	1,639.63
7410.1C · Gross wages - Assistant	2,888.70
Total 7410.11 · Employee Gross Wages	8,745.17
Total 7410.1 · Personal Services	8,745.17
7410.4 · Contractual Expenses	
7410.4B · Library Materials	
74104B4 · Audiobooks	47.94
74104B3 · Print Materials	588.33
74104B2 · Electronic Content	599.50
74104B1 · DVDs & Other Materials	50.91
Total 7410.4B · Library Materials	1,286.68
7410.4C · Equipment/Technology	152.68
7410.4D · Programs	
74104D1 · Summer Reading Program	575.16
Total 7410.4D · Programs	575.16
7410.41 · Operations and Administrative	
7410.4E · Automated Services	978.09
7410.4G · Postage	2.89
7410.4H · Telephone/Data Links	97.30
7410.4F · Office and Library Supplies	109.06
Total 7410.41 · Operations and Administrative	1,187.34
Total 7410.4 · Contractual Expenses	3,201.86
9000 · Employee - Benefits	
9030.8 · Social Security/Medicare	668.24
Total 9000 · Employee - Benefits	668.24
Total Expense	12,615.27
Net Ordinary Income	1,472.84
Net Income	1,472.84

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through July 2021

	Jan - Jul 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	11.66	0.00	11.66	100.0%
2082.12 · Lost Books	192.06	0.00	192.06	100.0%
2082.13 · Copies, Prints and Faxes	8.45	240.00	-231.55	3.5%
2082.14 · Register Overage/Shortage	0.00	0.00	0.00	0.0%
2082.19 · Other Fines & Fees	0.00	0.00	0.00	0.0%
Total 2082.1 · Library Fines & Fees	212.17	240.00	-27.83	88.4%
Total 2082 · Library Charges	212.17	240.00	-27.83	88.4%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	14,000.00	0.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	164,111.00	164,111.00	0.00	100.0%
2401 · Interest & Earnings	19.19	24.00	-4.81	80.0%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,207.71	5,000.00	1,207.71	124.2%
Total 2705 · Gifts & Donations	7,207.71	6,000.00	1,207.71	120.1%
2760 · Library System Grants				
2760.3 · Grants - Library Renovation	0.00	2,149.00	-2,149.00	0.0%
2760.1 · LLSA and ERATE (UHLS)	387.00	1,130.00	-743.00	34.2%
2760.9 · Grants - Other	1,000.00	1,000.00	0.00	100.0%
Total 2760 · Library System Grants	1,387.00	4,279.00	-2,892.00	32.4%
599 · Appropriated Fund Balance	0.00	11,504.00	-11,504.00	0.0%
Total Income	172,937.07	186,158.00	-13,220.93	92.9%
Gross Profit	172,937.07	186,158.00	-13,220.93	92.9%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	31,518.89	54,819.00	-23,300.11	57.5%
7410.1B · Gross wages - Librarian	12,001.78	20,983.00	-8,981.22	57.2%
7410.1C · Gross wages - Assistant	18,187.10	41,653.00	-23,465.90	43.7%
Total 7410.11 · Employee Gross Wages	61,707.77	117,455.00	-55,747.23	52.5%
Total 7410.1 · Personal Services	61,707.77	117,455.00	-55,747.23	52.5%
7410.2 · Equipment & Capital Outlay				
7410.2A · Renovation of Library Space	0.00	4,447.00	-4,447.00	0.0%
Total 7410.2 · Equipment & Capital Outlay	0.00	4,447.00	-4,447.00	0.0%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,630.00	1,400.00	230.00	116.4%
74104B5 · Magazines and Newspapers	0.00	736.00	-736.00	0.0%
74104B4 · Audiobooks	256.17	400.00	-143.83	64.0%
74104B3 · Print Materials	3,592.88	7,515.00	-3,922.12	47.8%
74104B2 · Electronic Content	3,843.05	5,000.00	-1,156.95	76.9%
74104B1 · DVDs & Other Materials	834.21	1,450.00	-615.79	57.5%
7410.4B · Library Materials - Other	656.48	1,210.00	-553.52	54.3%
Total 7410.4B · Library Materials	10,812.79	17,711.00	-6,898.21	61.1%
7410.4C · Equipment/Technology	1,147.90	3,785.00	-2,637.10	30.3%
7410.4D · Programs				

The Castleton Public Library
Profit & Loss Budget vs. Actual

January through July 2021

	Jan - Jul 21	Budget	\$ Over Budget	% of Budget
74104D1 · Summer Reading Program	1,610.47	3,500.00	-1,889.53	46.0%
7410.4D · Programs - Other	986.51	2,500.00	-1,513.49	39.5%
Total 7410.4D · Programs	2,596.98	6,000.00	-3,403.02	43.3%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	169.50	800.00	-630.50	21.2%
7410.4E · Automated Services	2,934.27	4,100.00	-1,165.73	71.6%
7410.4G · Postage	13.89	300.00	-286.11	4.6%
7410.4H · Telephone/Data Links	682.98	1,400.00	-717.02	48.8%
7410.4I · Insurance	2,422.89	2,530.00	-107.11	95.8%
7410.4F · Office and Library Supplies	185.16	1,300.00	-1,114.84	14.2%
7410.4J · Professional Services	420.00	400.00	20.00	105.0%
Total 7410.41 · Operations and Administrati...	6,828.69	10,830.00	-4,001.31	63.1%
7410.4K · Miscellaneous				
7410.4L · Strategic Planning - Survey	0.00	0.00	0.00	0.0%
7410.4K · Miscellaneous - Other	15.00	25.00	-10.00	60.0%
Total 7410.4K · Miscellaneous	15.00	25.00	-10.00	60.0%
Total 7410.4 · Contractual Expenses	21,401.36	38,351.00	-16,949.64	55.8%
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	5,500.00	-5,500.00	0.0%
9030.8 · Social Security/Medicare	4,685.17	8,930.00	-4,244.83	52.5%
9040.8 · Workers Comp	329.42	880.00	-550.58	37.4%
9055.8 · Disability	241.50	535.00	-293.50	45.1%
9060.8 · Health Insurance				
9060.81 · HRA Funding	0.00	1,500.00	-1,500.00	0.0%
9060.8 · Health Insurance - Other	4,075.44	8,560.00	-4,484.56	47.6%
Total 9060.8 · Health Insurance	4,075.44	10,060.00	-5,984.56	40.5%
Total 9000 · Employee - Benefits	9,331.53	25,905.00	-16,573.47	36.0%
Total Expense	92,440.66	186,158.00	-93,717.34	49.7%
Net Ordinary Income	80,496.41	0.00	80,496.41	100.0%
Net Income	80,496.41	0.00	80,496.41	100.0%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through July 2021

	Jan - Jul 21	Forecast	\$ Over Forecast	% of Forecast
Ordinary Income/Expense				
Income				
2082 · Library Charges				
2082.1 · Library Fines & Fees				
2082.11 · Fines	11.66	1.90	9.76	613.7%
2082.12 · Lost Books	192.06	79.03	113.03	243.0%
2082.13 · Copies, Prints and Faxes	8.45	134.40	-125.95	6.3%
2082.14 · Register Overage/Shortage	0.00	-0.10	0.10	0.0%
Total 2082.1 · Library Fines & Fees	212.17	215.23	-3.06	98.6%
Total 2082 · Library Charges	212.17	215.23	-3.06	98.6%
2360 · Intergovernmental Revenues				
2360.1 · Town of Schodack	146,786.00	146,786.00	0.00	100.0%
2360.2 · Village of Castleton	14,000.00	0.00	14,000.00	100.0%
2360.3 · Rensselaer County	3,325.00	3,325.00	0.00	100.0%
Total 2360 · Intergovernmental Revenues	164,111.00	150,111.00	14,000.00	109.3%
2401 · Interest & Earnings	19.19	19.67	-0.48	97.6%
2705 · Gifts & Donations				
2705.1 · Friend's SRP	1,000.00	1,000.00	0.00	100.0%
2705 · Gifts & Donations - Other	6,207.71	6,125.19	82.52	101.3%
Total 2705 · Gifts & Donations	7,207.71	7,125.19	82.52	101.2%
2760 · Library System Grants				
2760.1 · LLSA and ERATE (UHLS)	387.00	0.00	387.00	100.0%
2760.9 · Grants - Other	1,000.00	1,100.00	-100.00	90.9%
Total 2760 · Library System Grants	1,387.00	1,100.00	287.00	126.1%
Total Income	172,937.07	158,571.09	14,365.98	109.1%
Gross Profit	172,937.07	158,571.09	14,365.98	109.1%
Expense				
7410.1 · Personal Services				
7410.11 · Employee Gross Wages				
7410.1A · Gross wages - Director	31,518.89	29,753.09	1,765.80	105.9%
7410.1B · Gross wages - Librarian	12,001.78	11,318.28	683.50	106.0%
7410.1C · Gross wages - Assistant	18,187.10	17,623.55	563.55	103.2%
Total 7410.11 · Employee Gross Wages	61,707.77	58,694.92	3,012.85	105.1%
Total 7410.1 · Personal Services	61,707.77	58,694.92	3,012.85	105.1%
7410.4 · Contractual Expenses				
7410.4B · Library Materials				
74104B6 · Museum Passes	1,630.00	825.00	805.00	197.6%
74104B5 · Magazines and Newspapers	0.00	339.19	-339.19	0.0%
74104B4 · Audiobooks	256.17	199.99	56.18	128.1%
74104B3 · Print Materials	3,592.88	4,341.13	-748.25	82.8%
74104B2 · Electronic Content	3,843.05	4,927.27	-1,084.22	78.0%
74104B1 · DVDs & Other Materials	834.21	900.49	-66.28	92.6%
7410.4B · Library Materials - Other	656.48	600.56	55.92	109.3%
Total 7410.4B · Library Materials	10,812.79	12,133.63	-1,320.84	89.1%
7410.4C · Equipment/Technology	1,147.90	1,638.30	-490.40	70.1%
7410.4D · Programs				
74104D1 · Summer Reading Program	1,610.47	1,467.92	142.55	109.7%
7410.4D · Programs - Other	986.51	965.83	20.68	102.1%
Total 7410.4D · Programs	2,596.98	2,433.75	163.23	106.7%
7410.41 · Operations and Administrative				
7410.4A · Staff Development/Edu	169.50	229.95	-60.45	73.7%
7410.4E · Automated Services	2,934.27	2,794.56	139.71	105.0%
7410.4G · Postage	13.89	18.23	-4.34	76.2%
7410.4H · Telephone/Data Links	682.98	651.48	31.50	104.8%
7410.4I · Insurance	2,422.89	2,347.41	75.48	103.2%
7410.4F · Office and Library Supplies	185.16	730.51	-545.35	25.3%
7410.4J · Professional Services	420.00	300.00	120.00	140.0%
Total 7410.41 · Operations and Administrative	6,828.69	7,072.14	-243.45	96.6%
7410.4K · Miscellaneous	15.00	10.00	5.00	150.0%
Total 7410.4 · Contractual Expenses	21,401.36	23,287.82	-1,886.46	91.9%

The Castleton Public Library
Profit & Loss Forecast vs. Actual

January through July 2021

	Jan - Jul 21	Forecast	\$ Over Forecast	% of Forecast
9000 · Employee - Benefits				
9010.8 · NYS Retirement	0.00	0.00	0.00	0.0%
9030.8 · Social Security/Medicare	4,685.17	4,402.67	282.50	106.4%
9040.8 · Workers Comp	329.42	214.72	114.70	153.4%
9055.8 · Disability	241.50	241.50	0.00	100.0%
9060.8 · Health Insurance	4,075.44	4,337.92	-262.48	93.9%
Total 9000 · Employee - Benefits	9,331.53	9,196.81	134.72	101.5%
Total Expense	92,440.66	91,179.55	1,261.11	101.4%
Net Ordinary Income	80,496.41	67,391.54	13,104.87	119.4%
Net Income	80,496.41	67,391.54	13,104.87	119.4%

The Castleton Public Library

Balance Sheet

As of July 31, 2021

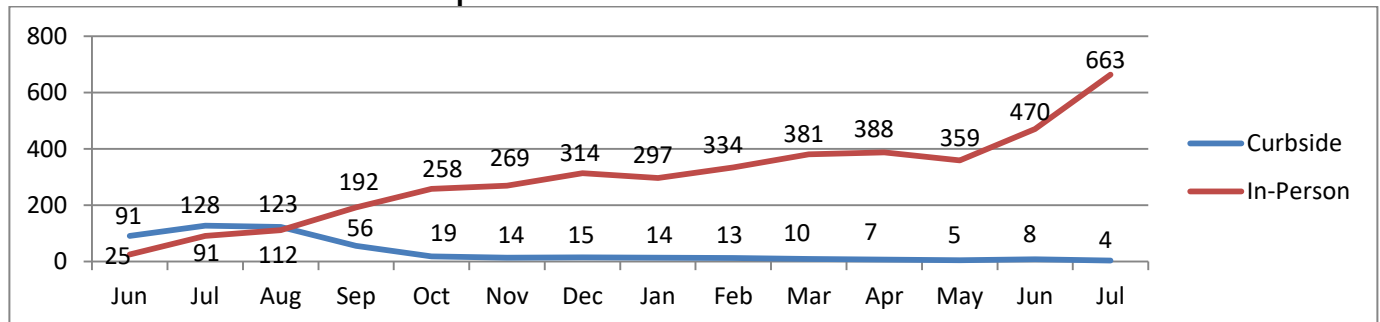
	Jul 31, 21
ASSETS	
Current Assets	
Checking/Savings	
200.1 · Citizens Money Market	176,745.38
200.2 · Citizens Checking Account	36,276.23
200.9 · Petty Cash	50.00
Total Checking/Savings	213,071.61
Other Current Assets	
395 · Deposits with Other Government	3,500.00
Total Other Current Assets	3,500.00
Total Current Assets	216,571.61
TOTAL ASSETS	216,571.61
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
600 · Accounts Payable	-0.02
Total Accounts Payable	-0.02
Total Current Liabilities	-0.02
Total Liabilities	-0.02
Equity	
914 · Assigned Appropriated Fund Bal	5,073.00
917 · Unassigned Fund Balance	131,002.22
Net Income	80,496.41
Total Equity	216,571.63
TOTAL LIABILITIES & EQUITY	216,571.61

Director's Report – July

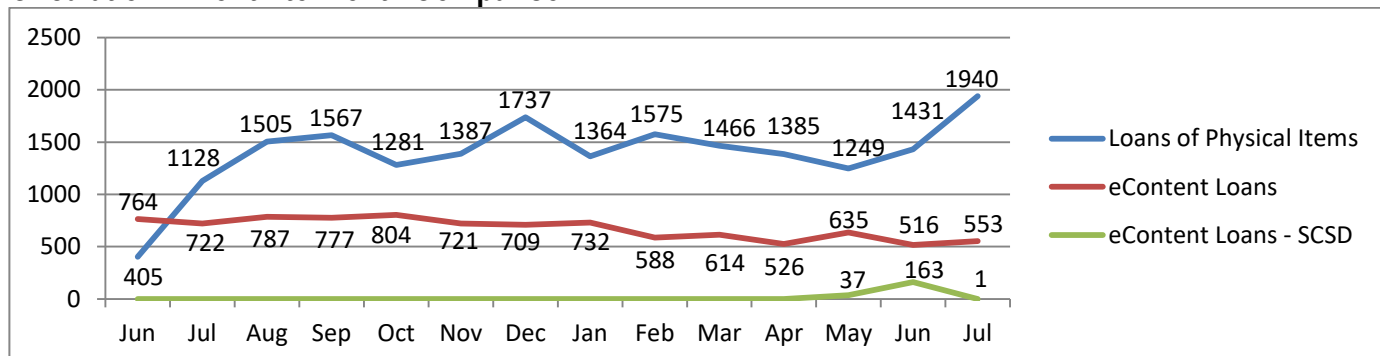
July 2021 – Usage Statistics in Comparison

	July 2021	July 2020	Percent Change
Circulation			
Circulation of materials at CPL	1,940	1,128	+72%
Items loaned to other libraries	372	614	-39.4%
Items borrowed from other libraries	588	445	+32.1%
eContent circulation	553	722	-23.4%
Programming			
Number of programs offered	30	26	+15.4%
Program attendance – in-person	159	7	+2,171.4%
Program attendance – live virtual	0	0	0%
Program attendance – kits and prerecorded virtual*	385	265	+45.3%
Public Computer Use			
Public Computer Sessions	7	0**	N/A
WiFi Use - daily unique users	431 (3.33 GB)	256 (3.77 MB)	+68.4%
WiFi Hotspot Use	33.85 GB	0.55 GB	+6,054.5%
Marketing Reach			
Website visits	1,290	1,139	+13.3%
Website unique visitors	597	619	-3.6%
Email newsletter list size	1,421	1,395	+1.9%
Facebook page likes	892	828	+7.7%
Facebook total reach	7,781	8,726	-10.8%
* = Attendance for prerecorded programs is measured by total views through 7/31. For kits, the number of kits taken through 7/31 is used for the attendance number. ** = Public computer stations were not reintroduced at CPL until 5/3/21.			

Visitation – Month-to-Month Comparison



Circulation – Month-to-Month Comparison



Summer Reading Registrations (through 8/9)

	Children	Teens	Adults	Total
2021 (through 8/9) – paper registrations	56	15	42	113
2021 (through 8/9) – online registrations	18	20	18	56
2021 (through 8/9) – all registrations	74	35	60	169
2020 – all registrations	39	14	28	81
2019 – all registrations	176	37	107	320

Programs – July

7/1/2021	Summer Art Kit	2
7/1/2021	Cool Science: Parachutes	56
7/1/2021	Take & Make Crafts: Patriotic Crafts	23
7/2/2021	Rainbow Scratch Art	10
7/5/2021	Take & Make: Paper Mosaic Art	50
7/6/2021	Salt Painting	2
7/7/2021	Virtual Storytime	4
7/8/2021	Teen Time: Duct Tape Crafts	0
7/9/2021	Games on the Lawn	10
7/12/2021	Cool Science: Skittles Science	71
7/12/2021	Take & Make: Crafting Bonanza	50
7/13/2021	Castle Hill Bookmobile	7
7/13/2021	Cool Science: Rainbow Paper	3
7/14/2021	Virtual Storytime	7
7/15/2021	Storytime on the Lawn	8
7/17/2021	Tie Dye	25

7/19/2021	Take & Make Crafts: Summer Crafts	41
7/19/2021	Send Some Love	0
7/21/2021	Virtual Storytime	8
7/21/2021	Afternoon Book Club	8
7/21/2021	New York Raptors	48
7/22/2021	Teen Time: Custom Bookends	2
7/26/2021	Cool Science: Measuring the Wind	36
7/26/2021	Take & Make Crafts: Collage	33
7/26/2021	Riverside Lending Library	5
7/27/2021	Chalk the Walk	0
7/28/2021	Virtual Storytime	4
7/29/2021	Galaxy Jars	9
7/30/2021	CPL @Farmers Market	17
7/31/2021	Storytime on the Lawn	5
	Month total	544

Youth Services Librarian – Meetings, Outreach, and Continuing Education (July)

- July 27 – “Doing As We Say: The Role of Language in Libraries' Equity Work” (CE webinar)
- July 30 – Outreach table at Castleton-on-Hudson Farmers and Artisans Market

Director – Meetings, Outreach, and Continuing Education (July)

- July 2 – Directors Association meeting (online meeting)
- July 8 – “Compassionate Career Services, Part One: Providing Assistance to Those Who Benefit Most” (CE webinar)
- July 12 – Village Board meeting
- July 13 – Bookmobile at Castle Hill senior housing
- July 14 – Meeting with Lynn Siebert, YMCA re: outreach to SCSD aftercare (phone meeting)
- July 14 – Finance Committee / Sustainable Funding Committee meeting
- July 20 – “Doing As We Say: The Role of Language in Libraries' Equity Work” (CE webinar)
- July 21 – “Compassionate Career Services, Part Two: Tips and Tricks for Working Across the Digital Divide” (CE Webinar)
- July 26 – Lending Library at Riverside Center for Rehabilitation and Nursing